

Child Care Subsidy and Certification
Advisory Committee Meeting
02-17-2012
Minutes

In-Person Attendees	Over-the-Phone Attendees
Jim Bates, DCF Regena Floyd-Sambou, DCF Laura Saterfield, DCF Ronda Brown Anderson, St Croix Linda Struck, Eau Claire Linda Halverson, Dunn April Heim, Douglas Jolene Ibeling, DCF Jenny Hoffman, Brown Nancy McVary, BRO Amy Mendel Clemens, Dane Gabe Blood, DCF Liz Mahlock, Sheboygan Maria Flores, Dane Tony Sis, Dane Samantha Wendt, Dodge John Tuohy, DCF Margaret Romens, Dane Emily Woger, DCF David Sorenson, DCF Kara Kratowicz, DCF Sue Mathison, DCF	Robin Mainhardt, Northwestern Active Family Resource Elizabeth McDowell St Croix La Cross Western BRO Workforce Connection Grant Columbia Marcie Stebbeds, DCF Dodge Green Lake Winnebago Waupaca Cori McFarland, BRO Door Waushara Outagamie Oneida Tribe Barb Honsa Erik Hayko, DCF Amy Jacobs Laura Utech, MECA Kenosha Vernon Walworth

Bureau of Child Care Administration-Jim Bates

- IM Regionalization Concerns
 - BRO working with counties to create a contact list for providers
 - Complaints received in Secretary's Office from providers regarding not being able to contact local agency with questions.
 - Reminder: Child Care Administrative summary due at the end of the month; identify your child care coordinator and other contacts for more than a general purpose

Subsidy Unit – Sue Mathison

- Technical Assistance Memos (TAMS) Process
 - 5 memos have been released – three most recent memos (all available on website):
 - DECE-BCCA-2012-03 – School Bank Hours
 - School bank hours now reported with an “s”
 - DECE-BCCA-2012-04 – Attendance Based Auth Changes for Licensed Providers
 - System enhancement: no longer limited to 35 hours, payment rate the same
 - Providers have called in

- Technical Assistance Memo can be shared for further explanation; Subsidy will look at modifying authorization letter to explain enhancement and also maximum reimbursement available through subsidy
- DECE-BCCA-2012-05 – Updated Attendance Report Forms
 - One topic per memo
 - Memos distributed using the Admin Memo listserv and added contacts from our Regional Child Care Coordinator contact lists and list of ES Supervisors
- Attendance Reporting will be in the next Sharing the New
- Ops Memos
 - Ops Memo 12-07 and 12-10 were published this past week
 - 12-07 – Child Care Attendance Reporting for the Balance of State
 - In and Out Mode
 - Developed and release new Attendance Report Forms (ARFs)
 - Counties can now change providers to different modes
 - Workers will need to complete 3 part series of trainings and send in certificate of completion to Regional Child Care Coordinator
 - Provider is notified that their reporting mode has changed. System requires a two week notice
 - Providers view will change and will receive new ARF
 - Instructions are now on first page and include an example. Agreement is on the back page
 - Please be aware of the increase workload that this may require
 - Ops Memo 12-10 – Managing Child Care Cases in the IM Consortia Model
 - Case Leveling
 - Applying in different county
 - Intake Interview Reviews
 - SMRFs
 - Ops Memo 12-08 regarding Provider Location Confirmation
 - Soon to be published
 - Training and security tied to new attendance reporting training and security.
 - BCCA is continuing to clarify details of the memo. Programming is completed
 - Ops Memo upcoming regarding the updates to Chapters 1 and 3 through 11-47. Does not contain this year's memo updates

FDIU – Erik Hayko

- Fraud Plans
 - Fraud plans due February 29th, 2012.
 - Provides biographical description of agency fraud plan
 - Feedback in fraud plans will help in promulgating rules for the Incentive Plan
 - Joint Finance Committee approve DCFs Fraud Incentive Plan
 - Details requested in plan requested to create a baseline model and also develop best practices.
 - BCCA will revisit the requirements of the fraud plan and also its deadline based on feedback from counties at today's meeting and the implementation of IM Regionalization. As of meeting the deadline for county fraud plans will be pushed back to March 30th, 2012

- In the future fraud plans will likely be due prior to the beginning of the upcoming calendar year
- FDIU Technical Assistance
 - Assistance available in three areas: Provider, Client, and Criminal
 - Emily Woger – emily.woger@wisconsin.gov (provider fraud)
 - Mary Drumm – mary.drumm@wisconsin.gov (client fraud) (608) 267-3299
 - Erik Hayko – erik.hayko@wisconsin.gov
 - Child Care Anti-Fraud Task Force (located in Milwaukee) is part of the FDIU as a result the FDIU is able to assist and is currently assisting with cases around the state involving provider's who may be criminal charged
 - Contact the FDIU with any questions, comments, or concerns regarding cases
 - Assistance available on different levels:
 - Resource and Verification-contact with questions
 - Assist with investigation-desk reviews, attendance record reviews, and onsite visits
 - Conduct Investigation
 - Contracted Services
 - Local agency is responsible for the investigation; contact the FDIU with questions or to ensure that contracted agency is conducting investigation in the approved manner.
- Intentional Program Violations IPV– Jim Bates
 - At Senate Hearing on 2/19/2012 SB426
 - Language will change for IPV's for Child Care and W-2
 - Previously 1 IPV = nothing, 2 IPV's = nothing, 3 IPV's = out of program
 - Limited the likelihood of ever reaching the 3rd IPV and remove someone from the program since there were no penalties for IPV's 1 and 2.
 - NEW: agency will establish the IPV's with penalties for each and manage the appeal (1st = 6 month suspension, 2nd = 12 month suspension, 3rd = permanently out of program)

Bureau of Early Care Regulation – Jolene Ibeling

- Ops Memo 12-09 - Revision to the Certification Caregiver Background Check Manual
 - Notice of revision of caregiver law
 - Previous manual was pulled apart and published on the web
 - If you work from a printed copy, please check the web regularly to ensure you're working from the most recent version
- Certifiers should watch for the annual survey via survey monkey
- Next new certification worker training May 9th -11th in Madison. Times to be scheduled

Bureau of Regional Operations – John Tuohy

- Certification Review Process
 - DRAFT Administrators Memo for certification review process was shared with agencies to review and provide feedback.
 - Background for memo: DCF was cited by LAB for weak oversight of certification function by counties and tribes. To support agencies perform the certification function, BECR and BRO developed the certification review process. Dane and Eau

Claire served as pilots in 2011 and the process has been used with 12 agencies so far. The Administrator's Memo will formalize the certification review process.

- The review process includes components:
 - Certification requirements – see administrative review handout
 - Records review for WISCCRS and paper files – see individual operator record review handout
 - Provider background checks – see caregiver screening summary
 - Interviews with agency staff – see administrative agency interview handout
 - Accompany certifier on provider visits
- The review cycle has to be determined, with agencies having reviews every few years. BRO staff will make annual visits between reviews. Agencies can use the review tools to do their own internal reviews.
- Following reviews, BRO Staff and Jolene Ibeling will work with agencies on fixing any issues identified in the review, including providing technical assistance.
- The reviews will help BECR with certification policy and procedure. Information gathered from reviews completed thus far have led to manual changes and training changes.

Any comments on Memo, send to Jolene Ibeling (Jolene.ibeling@wisconsin.gov)

YoungStar – Laura Saterfield

- Measurements
 - Number of ratings by the end of January 2012 across the state
 - Currently more than 400 providers have yet to apply; letters were sent this week encouraging them to apply
 - YoungStar will distribute a listing by county of the providers who have yet to apply
 - A newsletter will be created and sent as a check stuffer
 - 2012 process for school age criteria recently approved by Secretary's Office:
 - Track 1: Family Child Care – no major changes, small language changes re: looking at school age curriculum/classrooms
 - Track 2: Group Child Care – no major changes, small language changes re: looking at school age curriculum/classrooms
 - Track 3: Programs that are exempt from licensing – ex. Public school districts, Boys and Girl's club, etc. (~270 programs in this group); this is area of biggest change related to staffing patterns (site supervisors, group leaders instead of directors and teachers)
 - On Monday, the new points detail will be available on website. Letter will be sent to track 3 providers. Application for track 3 providers will be available March 1st
 - If you have any questions, contact Laura
- Tiered Reimbursement
 - 101 Overview:
 - Mailing Timeline: update of documents we are providing to parents and providers

- Letter to providers signed by Elaine Richmond (02-15) to the more than 400 providers who have yet to apply
- March: families will get a letter stating their provider's rating and the Reading the Stars brochure.
- Out of State and In/Home providers: still need to sign WI Shares contract to receive payment. Approximately 50 out of state providers left. Will be notified of the payment rate.
- Notices will be sent prior to anniversary date (see attachments)

NEXT MEETING: Friday, April 20th, 2012